



Any person desiring to annex into the City of Freeport is required to submit this application and the required submittal documents to Diane Riley, City Clerk, at the Freeport City Hall, 112 Hwy 20 West in Freeport, Florida. In order to annex, the property in question must abut the City of Freeport's boundaries and must not create an enclave, i.e. property completely surrounded by the City but not within the City.

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### **Submittal Checklist**

- 1. Signed and completed application form / original and 2 copies**
- 2. Letter from landowners requesting annexation / original and 2 copies  
(*letter must be signed by all parties shown on deed as owners*)**
- 3. Land Use Determination from Walton County Planning Department  
stating the existing Future land use designations for the subject  
property /original and 2 copies**
- 4. Copy of warranty deed of subject property / 3 copies**
- 5. Signed and sealed Boundary Survey of property / 3 copies**
- 6. Section Map from the Property Appraiser's Office with the subject  
parcel highlighted / 3 copies**
- 7. Location Map showing pertinent boundaries, streets, water bodies  
and other identifying landmarks / 3 copies**
- 8. Application Fee \$750.00 (*nonrefundable, regardless of Council  
decision*)**